ਪ੍ਰੋ . (ਡਾ.) ਆਸ਼ੀਸ਼ ਬਾਲਦੀ ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਉ.ਏ.ਸ਼ੀ.

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ (ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Maharaja Ranjit Singh Punjab Technical University (Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001 Phone No. 823848-9684

Prof. (Dr.) Ashish Baldi Director, IQAC Email- dir.iqac@mrsptu.ac.in

Dir/IQAC/MRSPTU/2021/	Date:

<u>Internal Administrative Audit – Establishment</u>

Date of Audit:

Period:

01. Official (s) are aware with office protocol and practices	Yes/No
02. Files maintained – properly	Yes/No
03. Letter dispatch/received record available & properly maintained	Yes/No
04. Staff is well averse with the roles and responsibilities	Yes/No
05. Individual service record of all employees	Yes/No
06. Leave record available	Yes/No
07. CAS/DPC promotion cases related files	Yes/No
08. Pay and salary record available	Yes/No
09. Rules/Regulations/Calendar of University	Yes/No
10 of statuatory bodies	Yes/No
11. Office order file	Yes/No
12. Notification file	Yes/No
13. Circular file	Yes/No
14. Personal files of all employees	Yes/No
15. Diary/Despatch	Yes/No
16. GPF/CPF/NPS related record	Yes/No
17. Advances issue file	Yes/No
18. Form 16 file	Yes/No
19. Forwarding of applications for employment related record available	Yes/No
20. Record related to accounts department maintained properly	Yes/No
21. Inventory record available	Yes/No
22. Grievance register available	Yes/No
23. Staff attendance & leave record available	Yes/No
24. Information updated on website	Yes/No
25. Staff available	Yes/No

Name	Designation

26. Details of Teaching & Non-Teaching Staff of University

27. Teaching Faculty

	Professor				Associate Professor			Assistant Professor				
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned												
Recruited												

ਪ੍ਰੋ . (ਡਾ.) ਆਸ਼ੀਸ਼ ਬਾਲਦੀ ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸ਼ੀ.

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ (ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Maharaja Ranjit Singh Punjab Technical University (Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001 Phone No. 823848-9684

Prof. (Dr.) Ashish Baldi Director, IQAC Email- dir.iqac@mrsptu.ac.in

Highest Qualification	on Professor			Associate Professor Assistant Professor					ssor	Total
			Γ	empora	ary Teach	ers				
PG										
M.Phil.										
Ph.D.										
D.sc/D.Litt										
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
Highest Qualification		Professo	Professor		Associate Profes		Sessor Assistant		ofessor	Total
				Perma	nent Teac	hers				
30. Qualification	n Detai	ls of the T	eaching					L		
On Contract										
Yet to Recruit	,									
Recruited										
Sanctioned										
		Male	Fei	male		Others		ŗ	Total	
29. Technical S	taff					1				
On Contract										
Yet to Recruit	;									
Recruited										
Sanctioned										
	Ma		Fe	male		Others	}	1	Total	
Contract 28. Non- Teach	ing Staf	<u> </u>								
On										
Yet to Recruit										
Dir/IQAC/MRS	PTU/202	21/						Ι	Date:	
	- Sprandenin							1 113110 1 11	c 2 2310 70	

	Temporary Teachers									
Highest Qualification					Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt										
Ph.D.										
M.Phil.										

ਪ੍ਰੋ . (ਡਾ.) ਆਸ਼ੀਸ਼ ਬਾਲਦੀ ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸ਼ੀ.



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ (ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Maharaja Ranjit Singh Punjab Technical University (Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001

Phone No. 823848-9684

Prof. (Dr.) Ashish Baldi Director, IQAC

Dir/IQAC/MRSPTU/2021/							Γ	Oate:	
PG									

Part Time Teachers										
Highest Qualification	Profes	ssor		Associ	ate Profe	ssor	Assist	ant Profes	ssor	Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt										
Ph.D.										
M.Phil.										
PG										

31. Distinguished Academicians Appointed

	Male	Female	Others	Total
Emeritus Professor				
Adjunct Professor				
Visiting Professor				

32. Chairs Instituted by the University

N	ame of the Department	Name of the Chair	Name of the Sponsor Organisation/Agency

Sl.No	Name of the Department	Name of the Chair	Name of the Sponsor Organisation/Agency

33. Number of full time teachers year wise during the last five years

Year			
Number			

34. Number of sanctioned posts year wise during the last five years

ਪ੍ਰੋ . (ਡਾ.) ਆਸ਼ੀਸ਼ ਬਾਲਦੀ ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸ਼ੀ.

36. Observations/suggestions of Internal Audit Committee

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ (ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Maharaja Ranjit Singh Punjab Technical University (Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001 Phone No. 823848-9684

Prof. (Dr.) Ashish Baldi Director, IQAC

Email- dir.iqac@mrsptu.ac.in

TU/2021/	Date:			
formation (to be ad	ded by Departm	nent)		
			Formation (to be added by Department)	

Internal Audit Committee

Member-1 Member-2 Chairperson